Quota Correction

QUICK REFERENCE GUIDE

Use this procedure to increase or decrease the number of hours an employee has in their Sick, Annual, Compensatory, Military, Received Sick or Received Annual quota.
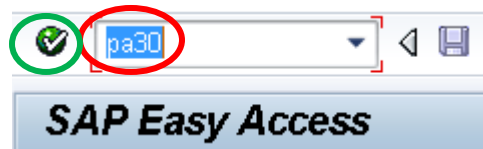
PA30 IT2013

Perform this procedure when there is a need to correct hours for an absence quota during time evaluation. Some reasons for Quota Corrections:

- **Workers Comp buy back - an employee can turn over their workers comp check and "Buy back" apportion of their time.**
- **Military Quota – if an employee is hired after October a quota may need to be created and hours added to the quota. The system automatically generates the military quota bucket in October of each year.**
- **Retirement - after the sick leave balance is reported to retirement, the balance will need to be zeroed out. This is a manual process.**

Prerequisites:

- **A quota exists that has been generated in time evaluation.**
- **You must have access to the employee**

Enter the Transaction code (**PA30**) in the command field

Click the **green check**

Maintain HR Master Data

Infotype text	S..
0000 Actions	✔
0001 Organizational Assignment	✔
0002 Personal Data	✔
0006 Addresses	✔
0007 Planned Working Time	✔
0008 Basic Pay	✔
0009 Bank Details	✔
0019 Monitoring of Tasks	✔
0031 Reference Personnel Numbers	

Enter the required fields for a quota correction that include:

- Enter the **PRNR** in the "Personnel no." field
- Enter **2013** in the "Infotype" field
- Select the Sub Type in the Sty field by clicking on the **match box** and select the desired quota from the "Subtype for infotype" window:

ES	PSG	AQT	Quota text
1	10	01	Annual Leave
1	10	02	Sick Leave
1	10	03	Comp Leave
1	10	04	Military Leave
1	10	06	Donated Sick
1	10	07	Donated Annual

You may select from either quota to change, in this example **03 Comp Leave** is chosen. Click the **green check** to close the window.

Once all the required fields have been completed click on the **Create** button at the top of the screen.

Create 2013 Quota Corrections

Personnel No	1727	Name	Ariana Lane	
EE group	B Non-Chapter	Personnel ar	0001	Executive
WS rule	A375/VY3 OFF9.59.59.59OFFOFF		Status	Active
Start	05/01/2014			

Absence quota type   03   Comp Leave

Change accrual entitlement

Quota number   10 Hours

( ) Increase generated entitlement
( ) Reduce generated entitlement
( ) Replace generated entitlement

Change transfer time

Transfer   Only transfer quota correction immediately ▼

Enter he **date** the correction should be effective, in the "Start" field.

Enter the **hours** to be changed, in the "Hours" field. The value in this field is the number of hours to increase or reduce from the quota balance depending on the selected "Change accrual entitlement" option.

Select the type of correction is desired. An **increase or decrease** are the only choices that can be selected.

In the "Transfer" field always select the option "**Only transfer quota correction immediately**"

Click the **save** button

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